

Application for early withdrawal under home ownership promotion

Last name	_____	First name	_____
Street/no.	_____	Postcode/Place	_____
Insurance no.	_____	Date of birth	_ . _ . _ . _ . _ .
SC no.	_____	Marital status	_____
E-mail	_____	Employer	_____

Are you currently fully able to work?

Yes No

Are you currently in ongoing employment?

Yes No

Have you and/or your employer made voluntary purchases into the pension fund over the last three years?

No Yes When? | _ . | _ . | _ . | _ . | _ . | Amount, CHF _____

Have the vested benefits and/or pension benefits been pledged?

No Yes Since when? | _ . | _ . | _ . | _ . | _ . | Amount, CHF _____

Is the residential property used by yourself as your main or usual place of residence?
(Own use as defined in Art. 4 OEHO)

Yes No

Amount of the early withdrawal CHF _____

Payout requested on Date _____

(The shortest possible period between submission of the documents and payout is **six weeks**)

After a favourable review of the application or documents and after you have transferred the processing fee of CHF 400 (see Annex 3 Item 2.5 of the Profond Pension Fund Regulations), we will arrange for the early withdrawal to be paid.

Purpose

- Purchase of residential property (flat/single-family house)
- Construction of residential property (flat/single-family house)
- Renovation of existing residential property
- Repayment of mortgage loans
- Purchase of shares in housing cooperative or similar holdings



Note

Only for own use (not holiday accommodation)



Documents

You must enclose copies of **all** documents/evidence listed under the purpose applicable to you.

- Purchase of residential property** (flat/single-family house)
- **Publicly recorded purchase agreement** (not older than one year)
 - **Bank confirmation** (with transfer address / escrow account) that the payment account will be used only for the purchase and if the purchase is not finalised the amount will be repaid to Profond.
If the **real estate** is **abroad**, this **confirmation must be notarised** and the **original** sent to us.
 - **In the case of married persons/registered partnership:**
official certification of spouse's or registered partner's signature
 - **In the case of unmarried persons (single/widowed):**
current confirmation of marital status (not older than six months)

- Construction of residential property** (flat/single-family house)
- **Publicly recorded purchase agreement** (not older than one year)
 - **Contract for work**
 - **Bank confirmation** (with transfer address / escrow account) that the payment account will be used only for the construction and if the construction is not finalised the amount will be repaid to Profond.
If the **real estate** is **abroad**, this **confirmation must be notarised** and the **original** sent to us.
 - **In the case of married persons/registered partnership:**
official certification of spouse's or registered partner's signature
 - **In the case of unmarried persons (single/widowed):**
current confirmation of marital status (not older than six months)

- Renovation of residential property**
- **Current extract from the Land Register**
 - **Signed order confirmation or paid invoices** of the contractors (not older than one year); offers will not be considered.
 - **Bank confirmation** (with transfer address / escrow account) that the payment account will be used only for the renovation and if the renovation is not finalised the amount will be repaid to Profond.
If the **real estate** is **abroad**, this **confirmation must be notarised** and the **original** sent to us.
 - **In the case of married persons/registered partnership:**
official certification of spouse's or registered partner's signature
 - **In the case of unmarried persons (single/widowed):**
current confirmation of marital status (not older than six months)

- Repayment of mortgage loans**
- **Current extract from the Land Register**
 - **Bank confirmation** (with transfer address / escrow account / amount of the current mortgage) that the payment account will be used only for repayment.
If the **real estate** is **abroad**, this **confirmation must be notarised** and the **original** sent to us.
 - **In the case of married persons/registered partnership:**
official certification of spouse's or registered partner's signature
 - **In the case of unmarried persons (single/widowed):**
current confirmation of marital status (not older than six months)

- Purchase of shares** in housing cooperative or similar holdings
- **Confirmation by cooperative** incl. regulations/statutes
 - **Copy of the share certificates**
 - **In the case of married persons/registered partnership:**
official certification of spouse's or registered partner's signature
 - **In the case of unmarried persons (single/widowed):**
current confirmation of marital status (no older than six months)

The insured person confirms that:

- they have completed this application and all questions truthfully,
- they will subsequently submit any missing documents,
- they have read and accepted the following information and
- they have read and acknowledged the information sheet on home ownership promotion that was provided.

Information

a) Land Register

Profond Pension Fund will notify the Land Registry of the sale restriction arising from the early withdrawal for registration in the Land Register. The costs incurred must be paid by the insured person.

b) Processing fee

Prior to the payout of the home ownership promotion amount, the insured person must transfer CHF 400 to Profond as compensation for the extraordinary expenses (pursuant to Annex 3 of the Pension Fund Regulations of Profond Pension Fund).

c) Taxes

Profond Pension Fund will use the prescribed reporting form to report the early withdrawal to the Swiss Federal Tax Administration in Bern within 30 days of payout. The resulting taxes (incl. withholding taxes) are for the insured person's account.

d) Pension benefits

The insured person acknowledges that their expected retirement benefits will be reduced accordingly. The risk benefits in the event of disability or death are usually not reduced apart from the lump sum payable at death. In this respect, we refer to the relevant pension plan of the insurance.

e) Repayment of the early withdrawal according to Art. 49 (11) of the pension fund regulations and Art. 30d of the Federal Law on Occupational Retirement, Survivors' and Disability Insurance (BVG).

The amount withdrawn must be repaid to the pension fund by the insured person or their heirs, if:

- the residential property is sold;
 - rights to such residential property are granted that are economically equivalent to a sale;
- or
- no pension benefit will be due upon the death of the insured person.

Comments

Place, date

Signature of the insured person

Spouse's or registered partner's signature

Official certification of spouse's/registered partner's signature by a notary or local authority

Notice of an entry / sale restriction in the land registry (only for properties in Switzerland)

(Art. 30e BVG)

Employer _____ Contract no. _____

Details of the owner (insured person)

Surname _____ First name _____
Date of birth [.] Marital status _____
SC no. _____

Details of the spouse/registered partner (in the case of joint ownership)

Surname _____ First name _____
Date of birth [.] Marital status _____

Details of the relevant land registry

Relevant land registry _____

The undersigned (co-)owner and the undersigned pension fund apply to the aforementioned land registry, based on the following information, to enter a restriction on sale pursuant to Art. 30e (1) and (2) BVG in the land register.

The (co-)owner confirms that they will pay the fees for the entry and for the deletion of the restriction of sale directly themselves. The invoice is thus to be sent to the (co-)owner.

Details of the property

Municipality _____
Land register no. _____ Plot no. _____
Street/no. _____ Postcode/place _____

Details of ownership

- Sole ownership Co-ownership of _____ %
 Joint ownership (only permitted between spouses or registered partners)

Signatures

Place, date _____ Owner's signature (insured person) _____

Place, date _____ Signature of the spouse/registered partner _____

Place, date _____ Signature of Profond Pension Fund _____

Information sheet Promotion of home ownership

Under Art. 30b of the Federal Law on Occupational Retirement, Survivors' and Disability Pension Plans (BVG), and in accordance with Art. 49 para 3 of our Pension Fund Regulations respectively, until their reference age insured persons may pledge their entitlement to pension benefits or an amount up to the value of their termination benefits in accordance with Art. 331d of the Swiss Code of Obligations (CO).

Under Art. 30c para. 1 BVG in conjunction with Art. 331e CO, and in accordance with Art. 49 para 1 of our Pension Fund Regulations respectively, until their reference age insured persons may, depending on their age, apply to use at least part of their termination benefits for home ownership purposes.

Insured persons who are 100% disabled will not be able to pledge their pension assets or make advance withdrawals. Partially disabled insured persons will be able to pledge their pension assets or make advance withdrawals on the basis of the component of their pension cover corresponding to their remaining earning capacity.

In the following, we explain the various aspects of pledging and advance withdrawals and provide information on how to proceed should you have a specific interest in either option.

1. Purpose

Pension assets may be used to:

- a) purchase or build a residential property for your own use in Switzerland or abroad (apartment or single-family house).
- b) buy shares in a residential property (e.g. unit certificates in housing cooperatives or similar participations provided you yourself will be living in the home you are co-financing).
- c) repay mortgages.
- d) renovations.

The pension assets can only be used to finance one property at a time and cannot, for example, be used to:

- finance building loans (an advance withdrawal can only be applied for once the building loan has been consolidated)
- finance routine maintenance of the residential property
- pay mortgage interest
- finance second homes or holiday homes.

2. What pension benefits can be withdrawn in advance or pledged?

a) Advance withdrawals

- Up to the age of 50: all or part of the termination benefits.
- From age 50 until the reference age: up to half of the termination benefits at the time of the advance withdrawal, or the termination benefits the insured person would have been entitled to at age 50.

Advance withdrawals can be made every five years and must amount to at least CHF 20 000. The minimum amount does not apply to purchases of unit certificates conferring entitlement to a share in a dwelling for your own use or to the liquidation of vested benefits accounts or vested benefits policies.

b) Pledging

- Up to the age of 50: the amount of the entitlement to pension benefits or at the most the amount of the termination benefits.
- From age 50 until the reference age: the amount of the entitlement to pension benefits or at the most half of the termination benefits at the time of the pledging, or the termination benefits the insured person would have been entitled to at age 50.

3. What are the implications...

a) of an advance withdrawal?

- Advance withdrawals are taxable as lump-sum benefits (the pension fund will notify the Federal Tax Administration or, in the case of insured persons resident abroad, will deduct withholding tax).
- The insured benefits may be reduced by the amount of the advance withdrawal.
- Insured persons are responsible for bridging any gap in benefit coverage and bear the cost of any risk insurance (covering the risk of death or inability to work).
- The pension fund has a notice/sale restriction entered in the land register (costs to be borne by the insured person). This is performed only for properties in Switzerland.
- If the insured person changes job, the previous pension fund must inform the new pension fund of any advance withdrawals without having to be asked to do so.

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b) of pledging?

- Pledging will not result in any reductions in benefits unless the pledge is realized.
- Realizing a pledge (in the event of the pledgor becoming insolvent) has the same implications as making an advance withdrawal (tax liability, possible reduction in benefits).
- If the insured person changes job, the previous pension fund must, without having to be asked to do so, inform the new pension fund of any pledging of termination benefits or pension benefits, specifying the amount pledged.

4. Repayment

a) Option to repay

Until they reach the reference age, the insured person will have the option of repaying all or part of any advance withdrawal until the occurrence of another insured event or until the termination benefits have been paid out in cash. The decisive criterion is the pension plan at the time of repayment. The minimum amount of any repayment is CHF 10 000.

b) Obligation to repay

If the insured person sells his/her residential property or his/her share in a residential property he/she will be obliged to repay the advance withdrawal to the pension fund. If an insured person dies without surviving dependants being entitled to benefits, the heirs will be required to return the advance withdrawal to the pension fund.

Once an advance withdrawal has been repaid, the insured person or his/her heirs will have three years within which to claim back the taxes paid at the time of the advance withdrawal (without interest).

5. Responsibility lies with the insured person

The law makes the insured persons responsible for their own occupational pension provision. While pledging does not have any direct impact on the insurance cover provided unless the pledge is realized, insured persons who make advance withdrawals consciously accept any reductions in benefits and the immediate liability to pay taxes that will arise and are responsible for closing any gaps in insurance cover. Subject to the legal limits, they will decide on the amount of the advance withdrawal and on any voluntary repayments on the basis of their personal circumstances. The written consent of the spouse or registered partner will be required.

6. Notice

In the absence of any agreement to the contrary, the provisions of Art. 30a–30f BVG, Art. 331d and 331e CO, the Ordinance on the Promotion of Home Ownership using Occupational Pension Benefits (PHOO), as well as Art. 49 of our Pension Fund Regulations apply.